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13 JUL 1971

MEMORANDUM FOR: CIA Records Administration Officer

FROM : Records Management Officer, Office of Logistics

SUBJECT : Records Control Schedules

1. In anticipation of increasing use of computers, and to conform to an established numbering pattern compatible with computer input formula, listed below is a revised numbering system to be applied to existing, new and/or revised Records Control Schedules within the Office of Logistics. The numbering system is set up to permit expansion and/or revision within a given series.

<u>NEW SCHEDULE NUMBER</u>	<u>COMPONENT</u>	<u>OBSOLETE NUMBER</u>
3400	Office of the Director	34-69-A
3400.01	Executive Office	
3400.02	Records & Services Branch	
3400.03	Budget & Fiscal Branch	
3401	Procurement Management Staff (formerly Contract Review Board)	34-69-A
3402	Personnel & Training Staff (formerly Administrative Staff/P&TB)	34-60-A
3403	Security Staff	34-60-B
3404	Planning Staff	34-60-C
3405	Procurement Division	34-69-D
3406	[REDACTED]	34-70-D/125X1A
3407	Logistics Services Division	34-E-65
3408	Printing Services Division	34-70-J
3409	Real Estate & Construction Division	34-L-70
3410	Supply Division	34-56-F
3411	[REDACTED]	34-56-F 25X1A
3411.02	Freight Traffic Branch (formerly 34-60-M Transportation Division/Cargo Branch & Transportation	25X1A
3412	[REDACTED]	34-60-G
3413	[REDACTED]	34-67-I
3414	Building Planning Staff	34-60-D

Material Acquisition Br.
3411.01

Stock Control Br. 3411.03
Spec. Proj. Br. 3411.04

Distribution:

2 - C/Records Center

1 - All Logistics Components

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